

- 1. Select the course where you would like to change the layout for.
- 2. Once in that course select **Course Admin** in the navigation bar.



Figure 1: Brightspace navigation bar with menu items, highlighting "Course Admin."

3. In the course administration page click on Homepages.

## **Course Administration**

Category Name		
Tools		
Announcements	Assignments	🛗 Availability Date Defaults
😭 Awards	🗂 Calendar	E Checklists
Class Progress	Classlist	Competencies
🛄 Content	Course Builder	F Course Design Accelerator
Course Offering Information	Discussions	Frequently Asked Questions
Glossary	✔ Grades	器 Groups
☆ Homepages	Import / Export / Copy	🗱 Instructional Design Wizard
	Components	💀 Intelligent Agents

Figure 2: Screenshot of a course administration page with various tools listed. The "Homepages" tool is outlined in red.

4. Locate where it states Online Course Landing - Queensborough- COLLEGE

**COURSE DEFAULT.** Next to that heading click on the chevron icon. that, click on **Copy.** 

. After



## How to Change BrS Layout

Homepages	Widgets
Select a homepage	e to use in this org unit. Selecting the default option means your homepage will reflect any changes made to the default homepage.
Active Homepage	
Online Cour	~ Apply
Blended Cour	rse Landing Page (Widget Based) 🗸
Includes Activ	vity Feed for a socially interactive experience for the duration of the course. Announcements still used for any pre-canned ndition based course information
of release cor	Shared to this org unit from City University of New York
Online Course	e Landing - Queensborough - COLLEGE COURSE DEFAULT
Includes Anno	ouncements used for any pre-canned or release condition based course information (Widget Based) – Asynchronous / Self-
Paced )	Copy this org unit from Queensborough CC

Figure 3: Brightspace course homepage selection interface with options for configuring online course landing pages.

 After clicking copy, the page will refresh, and a new homepage will appear titled Online Course Landing – Queensborough- COLLEGE COURSE DEFAULT Copy. Click on this title.

Homepages	Widgets		
Select a homepa	age to use in this org unit. Selecting the default optio	n means your homepage will reflect any changes made t	to the default homepage.
Active Homepa Online Cou	ge r v Apply		
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		Sh	nared to this org unit from Queensborough CC
Online Cou	rse Landing - Queensborough - COLLE	GE COURSE DEFAULT - Copy 🗸 🗸	
Includes An Paced )	nouncements used for any pre-canned	or release condition based course informa	ation ( Widget Based) – Asynchronous / Self-
,			Not shared
Figure 4: Bi	rightspace homepage selection	settings on an educational platfor	m, showing three homepage options.
Office of E QBCC	ducational Technology	2	Back to Tutorial Website



- 6. The **Edit Homepage** page will be displayed. Here is where users can
  - Select your preferred widget layout by clicking the **Change Layout** button. (*Boxed in blue*) You can choose to have up to three columns of widgets. If you select a layout with two columns you can specify whether they will be of equal or different widths.
  - Select your widgets. You can move or delete existing widgets. You can add widgets by clicking on the **Add Widgets** button and browsing through the system widget library. (*Boxed in red*)
  - Customize your widgets. Most widgets have **properties** that can be customized by clicking on the widget and following the instructions.
  - Reorder your widgets. You can drag and drop the widgets to the location where you would like them to be displayed. (*Boxed in red*)

name - Online Course Landing - Queensborough - COLLEGE COURSE DEFAULT - (	
escription	
Includes Announcements used for any pre-canned or release condition based course info - Asynchronous / Self-Paced )	rmation ( Widget Based)
pe Widget-basec v	
ader	
Include homepage header       [OrgUnitName]       Restore Default Header Text	
yout Basic Two panels: one large panel on the left and one smaller panel o Change Layout	on the right.
ildgets	
Visual Table of Contents Widget	Brightspace Training and Resources
Announcements	Single Profile Widzet
Save and Close Save Cancel	

Figure 5: Course landing page setup Brightspace interface with layout and widgets.

7. Once finished customizing click Save and Close.



8. You will be redirected back to the Homepage page. Locate Active Homepage. Next

click the chevron A drop-down menu will pop up. Select the homepage that was just created. Online Course Landing – Queensborough- COLLEGE COURSE DEFAULT Copy (Underlined in red). Once selected click Apply (Boxed in blue)

Create Homepage	
Active Homepage	
Online Cour 🐹 Apply	
Default	
Blended Course Landing Page (Widget Based)	
Online Course Landing - Queensborough - COLLEGE CC	URSE DEFAULT
Online Course Landing - Queensborough - COLLEGE CO	URSE DEFAULT - Copy

Figure 6: Brightspace interface with options for selecting and applying an active homepage, showing a list of course landing pages.

9. Once applied the page will refresh and the homepage will become active.